1. Add a title

To begin the statement, use the following title, replacing [module name] with the name of the relevant module:

*Information for students about the accessibility of the learning and teaching materials in [module name]*

2. Select the appropriate information

It is recommended that colleagues only use the wording provided here to maximise clarity and consistency. It can be supplemented by a more detailed description (eg which specific resources are affected) following the list of statements, should colleagues choose to do so.

*This module contains PDFs that do not meet accessibility standards due to copyright restrictions.*

*This module contains complex diagrams or graphs that do not have an accompanying long description (including within a transcript created via audio capture).*

*This module contains videos recorded prior to September 2019 which do not have accompanying captions or a transcript.*

*This module contains online maps which do not meet accessibility standards.*

*This module contains handwritten solutions which are not digitally accessible.*

*This module contains equations in a format which might not currently meet accessibility standards Some of the images used in this module have not been converted to a high-quality resolution and may, therefore, be incompatible with magnification software.*

*Captions for recorded teaching sessions are automatically generated by software and may contain some errors as a result. If you are having difficulty understanding the content and would like clarification please contact your module tutor.*

3. List third-party content, tools or software

Listing the third-party content, tools or software that will be part of the module will help students with access needs better anticipate blockers to engaging with the content. This gives them the chance to raise any issues with the module leader earlier.

Use the following phrasing to introduce your list and then note all the third-party content, tools or software that will be part of the module:

*The following third-party content, tools, and mobile and software applications are used in this module. Third-party software can sometimes present accessibility issues, which the Module Leader may not be aware of.*

4. Provide contact details

Where students may struggle with content it Is important, they have a route to contact module leaders. Copy and paste the following phrasing to under the heading: 'Feedback and support'.

*If you are unable to access any of the content or have concerns that you might not be able access any of this module for disability-related reasons, please contact your module leader in the first instance.*